



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

## Position Information

**Job Title:** 19011 - Deputy Director, Directorate of Strategic Operational Planning - NCTC/DSOP - SNIS Executive Tier 2

**Salary Range:** None provided (not applicable for detailees)

**Vacancy Open Period:** 11/8/2019 – 11/23/2019

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal ODNI Candidates, Detailees

**Division:** NCTC/DSOP

**Duty Location:** McLean, VA

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

## Position Information

This is an opportunity for:

- An internal candidate to fill a SNIS Executive Tier 2 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

## Who May Apply

Only Senior Service (SNIS, SES, SIS, DISES, DISEL) candidates may apply. GS employees may not apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
  - Current ODNI permanent cadre.
- For a detailee assignment:



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- Current Federal Government employees. Only Senior Service (SNIS, SES, SIS, DISES, DISEL) candidates may apply. GS employees may not apply.

## Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

## Component Mission

The National Counterterrorism Center (NCTC) leads our nation's effort to combat terrorism at home and abroad by analyzing the threat, sharing that information with our partners, and integrating all instruments of national power to ensure unity of effort. The Center serves as the primary organization in the United States Government (USG) for analyzing and integrating all intelligence possessed or acquired by the USG pertaining to terrorism and counterterrorism, and its Director serves as the Counterterrorism Mission Manager. NCTC also serves as the central and shared knowledge bank on known and suspected terrorists and international terrorist groups, as well as their goals, strategies, capabilities, and networks of contacts and support. In addition, NCTC conducts strategic operational planning for counterterrorism activities, coordinating and integrating the efforts of departments and agencies across the Federal Government.

## Office Mission:

The National Counterterrorism Center (NCTC) Directorate of Strategic Operational Planning (DSOP) conducts standing and dynamic planning efforts, coordinating, integrating, and synchronizing counterterrorism (CT) plans across 29 federal departments and agencies with a role in counterterrorism. Working with interagency partners to identify goals, objectives, roles and responsibilities consistent with policy established by the National Security Staff, DSOP bridges the gap between overarching policy and implementation strategy. In addition, DSOP monitors USG department and agency plan implementation, assesses plan effectiveness, and assists the Office of Management and Budget in tracking interagency CT budget allocations. DSOP also has assumed primary responsibility for serving as the National Intelligence Manager for Counterterrorism (NIM-CT) and overseeing interagency planning responsibilities for countering terrorist use of Weapons of Mass Destruction (WMD).

## Major Duties and Responsibilities (MDRs):

- As delegated by the Director of NCTC, serve as the National Intelligence Manager for Counterterrorism. Develop, establish, execute, and sustain appropriate DSOP and relevant interagency business processes related to strategic operational planning, implementation, and monitoring of national counterterrorism plans.



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- Provide oversight, direction, guidance, and communication to internal senior staff in management operations; coordinate internal and external initiatives to foster successful integration among interagency partners
- Serve as the principal contact between NSC staff directors and DSOP planning and implementation staff for substantive planning and implementation matters.
- Coordinate and collaborate closely with NSC elements and staff to ensure integration and de-confliction of CT policy planning direction and resultant activities. Translate NSC staff direction into DSOP planning and implementation guidance and activity.
- Brief the NSC and members of the Deputies' and Principals' Committees regularly regarding CT planning and implementation developments and issues.
- Manage, direct, and set strategies to facilitate NCTC support to U.S. Government departments and agencies regarding CT to ensure operational alignment with national CT strategy, goals and objectives.
- Develop and maintain a network of senior-level contacts within NCTC and with interagency CT partners to promote habitual communication and collaboration for CT strategic operational planning and implementation.
- Oversee the development and implementation of initiatives to monitor and assess the progress of CT activities to ensure alignment with strategic and tactical planning objectives.
- Establish effective internal controls to identify and implement strategic objectives defined in national counterterrorism plans.
- Create and manage review mechanisms, including interactive monitoring for interagency working groups and research efforts, and international polling. Refine the integration of such findings and incorporate into planning and implementation activities.
- Compile analysis related to strategic operational planning from expert sources both internal and external to the USG, and develop performance measures for maximizing planning and implementation effectiveness and addressing outstanding CT issues.

## Mandatory and Educational Requirements:

- Expert knowledge of the functions of the U.S. Government, as well as the WMD-specific community and the IC-focused, CT Community to include experience with international terrorism and combating terrorism programs and policies.
- Working knowledge or experience with U.S. military and intelligence operations and understanding the dynamics of country teams working overseas to implement USG policy across regions.



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- Extensive working knowledge and experience with USG and IC strategic operational plans and programs to include a background in planning, collection management support, and strategy development.
- Working level knowledge of the design of WMD and the most probable methods of utilization by terrorist organizations.
- Working level knowledge of the collection management process and oversight mechanisms. Demonstrated experience addressing collection and analytic management challenges and developing courses of action for consideration by senior policy officials.
- Expert knowledge and familiarity with CT and national programs, including diplomatic, financial, military, intelligence, homeland security, and law enforcement programs and activities.
- Excellent oral and written communication skills, including the ability to exert influence with senior leadership and communicate effectively with people at all staff levels, both internal and external to the organization.
- Outstanding interpersonal skills and ability to work effectively, independently, and in a team or collaborative environment.
- Strong strategic planning, analytic, and critical thinking skills, including the ability to conduct program and management assessments, to implement and manage strategic and tactical operational plans, identify interagency planning objectives, and to develop non-linear process improvement recommendations for implementation across the IC.
- Demonstrated experience overseeing or performing resource management functions, to include reallocation of resources to meet mission requirements.
- Demonstrated experience overseeing the development of assessments of performance of one or more agencies against mission specifications.
- Deep understanding of current interagency plans and mission capabilities of the WMD community and efforts to identify, counter, and disrupt terrorist organizations attempting to procure, transport, or use WMD.
- Demonstrated success in working with challenging partners and developing approaches to gain support when authority to direct does not exist
- Demonstrated success in briefing Congressional members and staffs or other external oversight organizations on controversial topics and developing strategies to meet compliance requirements and mitigate concerns from these offices.

Desired Requirements:

Executive Core Qualifications (ECQs):



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1. **Leading People:** This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts. Competencies: Conflict Management, Leveraging Diversity, Developing Others, and Team Building.

2. **Leading Change:** This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment. Competencies: Creativity and Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking, and Vision.

3. **Results Driven:** This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks. Competencies: Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, and Technical Credibility.

4. **Business Acumen:** This core qualification involves the ability to manage human, financial, and information resources strategically. Competencies: Financial Management, Human Capital Management, and Technology Management.

**Tiffany F.5. Building Coalitions:** This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals. Competencies: Partnering, Political Savvy, and Influencing/Negotiating.

## Key Requirements and How To Apply

### Internal ODNI Candidates:

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.





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**WHERE TO SUBMIT:** Applications should be sent to either DNI-MSD-HR-RR-Team\_C\_WMA@dni.ic.gov (classified email system) or Recruitment\_TeamC@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both longvj@dni.ic.gov (*Vincent L*) and faulkti@dni.ic.gov (*Tiffany F.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

Current Federal Employees Applying for a Detail Assignment:

**Applicants from federal agencies within the Intelligence Community (IC)** may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. ***Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).***

**Applicants from federal agencies outside the IC** must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record. Please disregard if you are not a Federal Government employee.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** Applications should be sent to either DNI-MSD-HR-RR-Team\_C\_WMA@dni.ic.gov (classified email system) or Recruitment\_TeamC@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both longvj@dni.ic.gov (*Vincent L.*) and faulkti@dni.ic.gov (*Tiffany F.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.



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## All Applicants:

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 703-275-3955.

## What To Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

## Agency Contact Information

ODNI Recruitment; Phone: 703-275-3955; Email: [Recruitment\\_TeamC@dni.gov](mailto:Recruitment_TeamC@dni.gov)

## Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at [DNI\\_COO\\_TM\\_EEOD\\_RA\\_WMA@cia.ic.gov](mailto:DNI_COO_TM_EEOD_RA_WMA@cia.ic.gov), by unclassified email at [DNI-EEOD\\_WMA@cia.ic.gov](mailto:DNI-EEOD_WMA@cia.ic.gov), by telephone at 301-243-0704 or by FAX at 301-243-1200. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**